



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**CLASSIFIED**

**SHERIFF'S RECORDS & IDENTIFICATION CLERK I**

**Class No. 002797**

**SHERIFF'S RECORDS & IDENTIFICATION CLERK II**

**Class No. 002798**

**SHERIFF'S RECORDS & IDENTIFICATION SUPERVISOR**

**Class No. 002799**

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**■ CLASSIFICATION PURPOSE**

To maintain criminal records and provide authorized agencies with information from the Sheriff's files; and to perform related work as required.

**■ DISTINGUISHING CHARACTERISTICS**

Sheriff's Records & Identification Clerk is a specialized clerical class series allocated only to the Sheriff's Department, Records Division. Sheriff's Records & Identification Clerks receive, store, share and purge confidential criminal records, perform records and data base searches, and make fingerprint comparisons. This class series differs from Jail Clerk in that the latter works in a detention facility providing information on County jail inmates to the public, law enforcement personnel and attorneys.

Sheriff's Records & Identification Clerk I:

This is the entry and first working level class in the Sheriff's Records & Identification Clerk class series. Under immediate supervision, incumbents learn to search, retrieve and provide confidential criminal record information to other law enforcement agencies, courts and authorized personnel. Employees are expected to perform increasingly more responsible, difficult and independent records updates, penal code mandated duties, and data base inquiries and updates.

Sheriff's Records & Identification Clerk II:

This is the second working lead-level class in the Sheriff's Records & Identification Clerk series. Under immediate supervision, incumbents learn to search, retrieve and provide confidential criminal record information to other law enforcement agencies, courts, and authorized personnel. Incumbents may also act as lead workers providing training to others and act in the absence of the supervisor.

Sheriff's Records & Identification Supervisor:

Under general supervision, incumbents supervise a unit of subordinate Records Clerks and perform the most sensitive and difficult records work. This class differs from the next higher class, Sheriff's Supervising Records & Technical Support Supervisor, in that the latter is second level supervisor responsible for multiple units and major functions within the Records Division.

**■ FUNCTIONS**

**The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Sheriff's Records & Identification Clerk I

Essential Functions:

1. Processes arrests by checking name, signature, fingerprints, etc.
2. Identifies individuals with prior records by searching computer files for matches and fingerprint comparison.
3. Attempts to establish the identity of people in Sheriff's custody within set time constraints.
4. Creates and updates computer records with new information.
5. Identifies individuals wanted by law enforcement agencies by searching a variety of computerized files.
6. Performs computerized fingerprint image comparisons.

7. Checks, proofs and performs related quality control to insure all information received is correct.
8. Enters Sheriff's cases into regional computer system.
9. Seals records as ordered by the Courts.
10. Answers inquiries from authorized agencies such as Local, State, Federal and International law enforcement agencies, the District Attorney and the courts.
11. Prepares correspondence and provides authorized information to a variety of parties such as insurance companies, attorneys, and the public.
12. Assigns case numbers to specialized units and detention facilities.
13. Purges files and destroys certain records as mandated by the Penal Code.
14. Uses reference books such as Penal Code, Vehicle I.D., NCIC and ARJIS manuals to perform work.
15. Performs related clerical tasks.

Non-Essential Function:

1. May prepare, receive and respond to Local, State and Federal communications on missing persons, stolen vehicles and other vital law enforcement and safety issues.

Sheriff's Records & Identification Clerk II

Essential Functions:

All of the functions listed above and

1. May provide technical guidance and training to others.
2. May act in the absence of the supervisor.

Sheriff's Records & Identification Supervisor

Essential Functions:

1. Trains, supervises and directs the work of subordinate clerical staff.
2. Fills in and acts in the absence of the staff.
3. Reviews incoming work and information request.
4. Notes, prioritizes, and distributes work to subordinates.
5. Performs quality control work for unit to ensure that all information received is correct.
6. Monitors work volume and work flow to ensure that legal and departmental time frames are met.
7. Reviews work and inspect files/records to determine and ensure high work quality and accuracy.
8. Evaluates and counsels individuals on work performance.
9. Completes logs, schedules and routine reports.
10. Processes non-routine arrests by checking name, signature, fingerprints, police photos, etc.
11. Makes positive identification by comparing fingerprint(s) images to hardcopies.
12. Answers non-routine inquiries from authorized agencies and the Public.
13. Responds to Subpoena Duces Tecum.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

The following apply to all classes:

- Standard office equipment, use and features such as computer terminals, adding machines and photocopiers.
- Alphabetic, numeric, subject and chronological indexing and filing rules and systems.
- Telephone, office, and on-line etiquette.
- County customer service objectives and strategies.

### Sheriff's Records & Identification Clerk II & Sheriff's Records & Identification Supervisor (in addition to the above):

- Arithmetic, business math, and cashing.
- Penal code, government code, and other laws governing the establishment, maintenance and purging of criminal records.
- Policies and procedures used in the San Diego County Sheriff's Records Division.
- Terminology, methods, and procedures utilized by law enforcement agencies to determine identity, whereabouts, and property ownership.
- Principles of supervision.

### Skills and Abilities to:

The following apply to all classes:

- Operate modern office equipment.
- Check and compare documents for accuracy and completeness.
- Maintain security and confidentiality of restricted information.
- Update and maintain records, logs, rosters and registers.
- Retrieve, store and purge information in a wide variety of filing systems.
- File records alphabetically and numerically.
- Access, enter/retrieve data into/from automated, local and Statewide, law enforcement databases.
- Understand and follow written and oral instructions.
- Read and interpret departmental policies and procedures for employers and the public.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

### Sheriff's Records & Identification Supervisor (in addition to the above):

- Plan and schedule work assignments.
- Review, coordinate, schedule, and monitor the work of others.
- Supervise, train and evaluate subordinates.
- Enter and retrieve information from automated fingerprint databases.
- Compare fingerprints and make positive identification based solely on the fingerprints.
- Identify and solve equipment problems with vendors.
- Testify in court on matters related to records and procedures.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

### Sheriff's Records & Identification Clerk I:

1. Eighteen (18) months of full time, progressively responsible clerical experience; OR,
2. Six (6) months of full time clerical experience, AND, completion of a college level clerical business curriculum which included a class in computer operation/literacy.

### Sheriff's Records & Identification Clerk II:

1. One (1) year of experience as a Sheriff's Records & Identification Clerk I; OR,

2. Two (2) years of experience in a clerical capacity in a law enforcement agency that required use of the SUN/CLETS/NCIC information systems and/or fingerprint comparison work.

Sheriff's Records & Identification Supervisor:

1. Two (2) years of experience as a Sheriff's Records & Identification Clerk II; OR,
2. Three (3) years of experience in a clerical capacity in a law enforcement agency that required use of the SUN/CLETS/NCIC and information systems as a level comparable to Sheriff's Records & Identification Clerk II.

**■ ESSENTIAL PHYSICAL CHARACTERISTICS**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

**■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An ORIGINAL unaltered typing certificate (no photocopies) for at least 30 net WPM with a maximum of 5 errors must be submitted with the application. The typing test must be for at least 5 minutes with 2 gross words penalty for each error (in accordance with International Typing Contest Rules), and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Subject to involuntary overtime, shift, weekend and holiday work.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

**New: April 27, 1997**

**Revised: February 13, 1998**

**Reviewed: Spring 2003**

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Sheriff's Records & Identification Clerk I (Class No. 002797)	Union Code: CL	Variable Entry: Y
Sheriff's Records & Identification Clerk II (Class No. 002798)	Union Code: CL	Variable Entry: Y
Sheriff's Records & Identification Supervisor (Class No. 002799)	Union Code: MM	Variable Entry: Y